

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: CITY CLERK DEPT Economic Development
AGENDA DATE: 04 NOV 29 PM 3:59 December 7, 2004
CONTACT PERSON/PHONE: David G. Dobson, Director 541-4872
DISTRICT(S) AFFECTED: ALL

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve a Contract of Services with Project ARRIBA ADVANCED RETRAINING AND REDEVELOPMENT INITIATIVES IN BORDER AREAS, INC. for a term of December 7, 2004 to August 31, 2005, not to exceed \$75,000.00.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Project ARRIBA shall provide training and case management services to eligible clients who require occupational skills necessary to access jobs in hard to fill demand occupations that pay a living wage with benefits and career path.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

This item was budgeted in FY2005 from the general fund and has the following account information:
Dept ID: 99010273, Account: 505200, Fund: 01101

BOARD / COMMISSION ACTION:


Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ FINANCE: (if required) _____

DEPARTMENT HEAD:


(Example: If RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:


CITY MANAGER: _____

DATE: _____

**City of El Paso
Economic Development Department**

M E M O R A N D U M

TO: Mayor & Council
Joyce Wilson, City Manager

FROM: David G. Dobson, Director Economic Development 

SUBJECT: City Council Consent Agenda
Project ARRIBA Contract of Services – December 7, 2004

DATE: November 29, 2004

Project ARRIBA Advanced Retraining and Redev, Inc., Contract for Services

A proposed Program Services Contract between Project ARRIBA ADVANCED RETRAINING AND REDEVELOPMENT INITIATIVES IN BORDER AREAS, INC., for a term from December 7, 2004 to August 31, 2004, not to exceed the amount of \$75,000.00, is presented for City Council consideration. The Contract services included monthly reports that will be received by the Economic Development Department to monitor the deliverables that are detailed in the Contract and all monthly invoices will be a paid on a reimbursement basis.

On August 31, 2004, City Council approved the budget allocation to Project ARRIBA. Project ARRIBA, a tax exempt, non-profit Texas corporation, is an El Paso-based economic development initiative, incorporated on December 16, 1998, that will provide training and case management services to eligible clients who require occupational skills necessary to access jobs in hard to fill demand occupations that pay a living wage with benefits and career path. Project ARRIBA focuses on healthcare and information technology occupations in the El Paso area. The current shortfalls and growing demand for health care professionals including Registered Nursing, and Licensed Vocational Nursing in El Paso indicates the great potential workforce development in these areas. Based on the Texas Workforce Commission, El Paso is expected to experience a 22.6% growth rate during the next 6 years in the health care services sector. Demographically, Registered Nurses represent a 19.2% projected growth rate and Licensed Vocational Nurses 13.8%. Information Technology career titles represent a 66.7% growth rate in the same period of time. The assistance provided through the proposed Contract will allow Project ARRIBA to continue to provide workforce in the stated employment demand fields.

Staff recommends the approval of the Resolution, which authorizes for the Mayor to execute same on behalf of the City.

Please let me know if there are any questions.

cc: Jeffery McElroy, Assistant City Attorney
John F. Nance, Assistant City Attorney

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign Contract of Services between the City of El Paso and Project ARRIBA Advanced Retraining and Redev, Inc. ("Grantee"), a 501 (c) 3, a tax exempt, non-profit Texas corporation. Pursuant to the Contract, Grantee shall provide training and case management services to eligible clients who require occupational skills. The Contract shall continue in effect until August 31, 2005; the cost to the City will not exceed \$75,000.

ADOPTED this 7th day of December, 2004.

CITY OF EL PASO

Joe Wardy, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

John F. Nance
Assistant City Attorney

APPROVED AS TO CONTENT:

David Dobson, Director
Economic Development Department

CONTRACT

STATE OF TEXAS)
) KNOW ALL MEN BY THESE
PRESENTS
COUNTY OF EL PASO)

This Contract is entered into by and between THE CITY OF EL PASO, a home rule municipal corporation of El Paso County, Texas, hereinafter referred to as "CITY," and PROJECT ARRIBA ADVANCED RETRAINING AND REDEVELOPMENT INITIATIVES IN BORDER AREAS, INC., a tax exempt, non-profit Texas corporation, hereinafter referred to as "GRANTEE". This Contract shall be effective from December 7, 2004, and shall terminate on August 31, 2005, unless terminated sooner as provided herein.

WHEREAS, Project Arriba has demonstrated by past performance that it is qualified to provide training and case management services to eligible clients who require occupational skills necessary to access jobs in hard-to fill demand occupations that pay a living wage with benefits and career path, and

WHEREAS, such services are considered to be an important factor in promoting job creation for El Paso residents, and

WHEREAS, the City of El Paso has decided to provide funds to equal and not exceed the amount detailed in this Contract to the GRANTEE for training and case management services as further described herein, and hereinafter referred to as "Project ARRIBA".

NOW, THEREFORE, the CITY and GRANTEE, in consideration of the terms, conditions and covenants contained herein hereby agree as follows:

Section A. Program Scope

GRANTEE expressly agrees to comply with all of the terms and conditions of the Program Scope, further specified and detailed in Attachment 1, attached hereto and referenced herein for all purposes.

Beneficiaries of the services to be provided hereunder must reside in the City of El Paso and GRANTEE shall provide services that meet the Award Requirements as detailed in Attachment 1.

Section B. Compensation, Reporting, and Program Income

1. GRANTEE shall perform its services within the monetary limits contained in Attachment 1, entitled "Program Scope", attached hereto and incorporated by reference herein for all purposes. In no event shall compensation to the GRANTEE exceed the lesser of GRANTEE's costs attributable to the work performed, or the monetary limits described in the Program Scope (Attachment 1). The Contract period will be from December 7, 2004, to August 31, 2005. The invoice will be paid by within a maximum of 30 days upon receiving the invoice.

2. The CITY agrees to reimburse the GRANTEE on a monthly basis for the costs of service provided pursuant to this Contract. Reimbursements will follow receipt of a requisition for payment. Only those costs, which are allowable under the terms of this Contract and the approved Budget, shall be reimbursed. Valid invoices or other supporting documentation of financial liability in the GRANTEE's files or other documentation acceptable to the CITY must support all requisitions for payment submitted by the GRANTEE.

Additional informative materials may be attached by the GRANTEE.

4. GRANTEE further understands that any payment or contribution by beneficiaries for services supported or subsidized by this Contract shall be used for payment of general operating costs of the Program. Revenue remaining after payment of all Program expenses shall be considered Program Income subject to all the requirements of this Contract and Title 24 Code of Federal Regulations, hereinafter referred to as "CFR", Section 570.504.

Section C. Suspension or Termination

1. In accordance with Title 24 CFR Section 85.43, the CITY may suspend or terminate this Contract should GRANTEE materially fail to comply with the terms of this

Contract. The CITY shall give the GRANTEE ten (10) days written notice of the suspension or termination with the understanding that all services being performed under this Contract shall cease upon the date specified in such notice. GRANTEE shall invoice CITY for all services completed and shall be compensated in accordance with the terms of this Contract for services performed prior to the date specified in such notice.

The CITY and GRANTEE may also, in accordance with Title 24 CFR Section 85.44, terminate this Contract for convenience.

2. If GRANTEE breaches any term or condition of this Contract, or if any change of circumstances renders it unlikely that the GRANTEE will perform the services required hereunder, the CITY may take one or more of the following actions:

- a. Withhold further cash payments, either pending corrective action by the GRANTEE, or permanently, if there is inadequate or no corrective action by the GRANTEE;
- b. Disallow costs for all or part of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate this Contract;
- d. Withhold further Contracts to the GRANTEE;
- e. Pursue any other remedies that are available at law or equity.

Section D. Monitoring

1. CITY reserves the right on its behalf to perform, or have its designees perform, a periodic on-site or desk audit monitoring of GRANTEE's compliance with the provisions of this Contract. The monitoring shall be conducted in a reasonable time, place and manner by the CITY. The GRANTEE shall provide the assistance and information needed by the CITY in monitoring and evaluating the performance of the above-mentioned areas of accountability. It is understood that the CITY, or its designee, will perform periodic fiscal and programmatic monitoring reviews, including a review of the audit conducted by the GRANTEE. The CITY, and/or its designees may request the copying, mailing, and/or electronic transmission of GRANTEE's records in connection with an on-site or desk audit monitoring.

2. Monitoring reviews will include a written report to the GRANTEE documenting findings and concerns that will require a written response to the CITY. An

acceptable response must be received by the CITY within 30 days from the GRANTEE's receipt of the monitoring report audit review letter, or otherwise future payments will be withheld under this Contract.

3. Failure of the GRANTEE to take all actions necessary to resolve and close monitoring or audit findings within 60 days of receipt of the monitoring report or audit review letter shall be considered a breach of this Contract and cause for termination of this Contract by City Council. If the Contract is terminated under these circumstances, it will be considered terminated for cause due to GRANTEE's non-compliance. Such termination will not be considered appealable.

The Director shall have the discretion to extend the 60-day period for reasons the Director may judge to be extenuating circumstances.

Section E. **Non-Religious Activities**

The GRANTEE will provide all services under this Contract in a manner that is exclusively non-religious in nature and scope. There shall be no religious services, proselytizing, instruction, or any other religious preference, influence, or discrimination in connection with providing the services hereunder.

II. ADDITIONAL GRANTEE OBLIGATIONS

Section A. **Indemnification and Insurance**

1. THE CITY SHALL NOT BE SUBJECT TO ANY OBLIGATIONS OR LIABILITIES OF THE GRANTEE INCURRED IN THE PERFORMANCE OF THIS CONTRACT. THE GRANTEE EXPRESSLY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL CLAIMS, LIABILITIES AND OBLIGATIONS ARISING OUT OF THE GRANTEE'S PERFORMANCE UNDER THIS CONTRACT, INCURRED DUE TO GRANTEE'S NEGLIGENCE, ANY OF GRANTEE'S NEGLIGENT ACTS, OR ANY OMISSION TO ACT, ANY BREACH OF CONTRACT, OR ANY ACTIONS OF THE GRANTEE OUTSIDE THE SCOPE OF THIS CONTRACT. THIS INDEMNITY SHALL COVER ATTORNEY'S FEES, COURT COSTS, WITNESS EXPENSES, AND ALL OTHER RELATED COSTS, INCLUDING AWARDS AND SETTLEMENTS AND ANY INTEREST THEREON.

2. GRANTEE agrees to maintain for the life of this Contract, liability insurance in the minimum amounts of \$250,000.00 for each person and \$500,000.00 for each single occurrence covering bodily injury or death and \$100,000.00 for each single occurrence of damage to or destruction of property. Such insurance shall name the CITY as an additional insured with regard to all suits, actions, demands, claims and liabilities arising out of, occasioned by or relating to this Contract or the activities carried out hereunder. It shall also contain a provision that it may not be canceled or lapse without 30-days' prior written notice to CITY. GRANTEE shall produce a copy of its liability insurance policy, which shall be completed by an agent authorized to bind the named underwriter(s) to the coverage limits, and terms and provisions shown thereon, incorporating the above requirements, to CITY within 30 days of the signing of this Contract.

a. CITY SHALL HAVE NO DUTY TO PAY OR PERFORM UNDER THIS CONTRACT UNTIL SUCH CERTIFICATE HAS BEEN DELIVERED TO THE DIRECTOR, AND NO OFFICER OR EMPLOYEE SHALL HAVE AUTHORITY TO WAIVE THIS REQUIREMENT.

b. The CITY reserves the right to review the insurance requirements of this section during the effective term of this Contract and to adjust insurance coverages and their limits when deemed necessary and prudent based upon changes in statutory law, court decisions, or the claims history of the industry, if applicable, as well as the claims history of the GRANTEE.

c. CITY shall be entitled, upon request, and without expense, to receive copies of the policies and all endorsements thereto and may make any reasonable request for deletion, revision or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties thereto or the underwriter of any such policies). Upon such request by CITY, GRANTEE shall exercise reasonable efforts to accomplish such changes in policy coverages, and shall pay the cost thereof. GRANTEE remains responsible for procuring any other types of insurance not listed above, but required by law, necessary for performing its duties.

3. Notwithstanding any suspension or termination hereof, GRANTEE shall not be relieved of any liability to CITY for damages or indemnification due to CITY by

virtue of breach of this Contract by GRANTEE or by virtue of this Section. CITY may withhold payments to GRANTEE until such time as the exact amount of damages due to the CITY from GRANTEE is agreed upon or is otherwise determined.

Section B. **Independent Contractor**

CITY and GRANTEE understand that GRANTEE is an independent contractor and that no term or provision hereof or act of GRANTEE in performance of this Contract shall be construed as making GRANTEE an agent or employee of the CITY. All officers and employees of GRANTEE shall be solely responsible to GRANTEE, and the CITY shall not have any authority, responsibility, or liability with respect thereto.

Section C. **Authority to Contract**

GRANTEE represents and warrants that the person executing this Contract and all documents related hereto has the authority to commit the GRANTEE to the obligations, financial and otherwise, required by this Contract.

Section D. **Discrimination Prohibited**

1. No person in the United States shall, on the grounds of race, creed, color, national origin (including immigration status where an alien holds proper work authorization), sex, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to segregation or discrimination in any way, shape or form in employment or under projects or activities funded in whole or in part with funds made available to the GRANTEE pursuant to this Contract, as set forth in Title 24 CFR Section 570.602.

2. GRANTEE must file the Assurance required under City Ordinance 9779, prohibiting discrimination against disabled persons. Failure to do so in any manner, which impairs the quality of performance hereunder, or affects the administration of the funds provided hereunder, shall constitute a breach of this Contract.

Section E. **Conflict of Interest**

1. GRANTEE covenants that during the term of this Contract, GRANTEE, its associates, officers and employees shall have no interest, direct or indirect, which will conflict in any manner with the performance of the services under this Contract and that none of its paid personnel shall be employees of the CITY or have any contractual relationship with the CITY.

Section F. **Hatch Act**

Neither the funds advanced pursuant to this Contract, nor any personnel who may be employed by the GRANTEE with funds advanced pursuant to this Contract shall be in any way or to any extent engaged in any conduct or political activity in contravention of Chapter 15 of Title 5 of the United States Code.

Section G. **Interest of Certain Federal Officials**

No member of or delegate to the Congress of the United States, and no Resident Commissioners, shall be entitled to any share or part of this Contract between CITY and GRANTEE or to any benefits arising therefrom.

Section H. **Political and Lobbying Activities Prohibited**

1. None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office, or for publicity, lobbying, and/or propaganda purposes designed to support or defeat legislation pending before the Congress of the United States of America, the Legislature of the State of Texas, or the City Council of the City of El Paso.

2. GRANTEE hereby agrees to sign the Certification Regarding Lobbying, attached hereto and made a part of this Contract as Addendum A, and if necessary, the Disclosure of Lobbying Activities, attached hereto and made a part of the Certification Regarding Lobbying as Addendum A, and return said signed Certification and, if necessary, the completed Disclosure of Lobbying Activities, to CITY. GRANTEE shall require the language of the Certification and Disclosure be included in all subcontracts and that all subcontractors shall certify and disclose accordingly.

Section I. **Grantee's Composition**

GRANTEE shall notify the CITY in writing within thirty (30) days in the event of any change in GRANTEE's ownership, organization, control, management and non-profit or tax status. GRANTEE shall periodically, at least annually, submit to the CITY a list of its current membership and board of directors with their appropriate titles.

Section J. **Assignment**

GRANTEE may not assign or otherwise transfer this Contract either as to obligations or benefit without the prior written consent of the CITY.

Section K. **Required Documentation**

GRANTEE hereby agrees to provide any and all documentation necessary to fulfill any and all grants (federal, state, or local) requirements pertaining hereto.

Section L. **Warranty**

GRANTEE represents that the information furnished to the CITY, upon which CITY relied to make this grant, is correct and true.

Section M. **Liability**

GRANTEE shall be liable to the CITY for the full amount of any funds received pursuant to the terms of this Contract, which GRANTEE knowingly accepts or disburses in violation of the terms and conditions herein.

Section N. **Acknowledgment in Printed Materials**

GRANTEE is encouraged to acknowledge the CITY for its support of the provision of services under this Contract in all appropriate printed materials. However, the CITY reserves the right to approve, in whole or in part, the form of such acknowledgments, which GRANTEE proposes to include in any printed materials.

III. GENERAL PROVISIONS

Section A. **Texas Corporation and Venue**

GRANTEE warrants that it is incorporated in and otherwise entitled to do business in the State of Texas as a non-profit corporation. If GRANTEE is doing business under an assumed name, a copy of the "Assumed Name Certificate" filed with the El Paso County Clerk must be provided to the CITY. This Contract is entered into in the City and County of El Paso, Texas, and shall be governed and construed under the laws of Texas. Venue shall be in El Paso County, Texas.

Section B. **Waiver**

Failure by either party on one or more occasions to exercise one or more of its rights hereunder shall not be construed as a waiver of such right or rights, and rights granted hereunder are in addition to those available under law and equity.

Section C. **Severability**

All agreements, covenants or provisions contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this Contract shall be interpreted as though such invalid agreement, covenant or provision was not contained herein.

Section D. **Captions**

The captions of various sections of the Contract are for convenience of reference only, and shall not alter the terms and conditions of this Contract.

Section E. **Notices**

All notices, communications and reports under this Contract shall be either hand delivered or mailed, postage prepaid in the United States Postal Service, to the respective parties at the respective addresses shown below, unless and until either party is notified in writing:

CITY: **City of El Paso**
 Economic Development Department
 Attention: David G. Dobson
 2 Civic Center Plazas, 1st Floor
 El Paso, Texas 79901-1196

GRANTEE: As stated in Program Scope, Attachment 1

Section F. **Entire Contract**

This Contract reflects the final, complete and exclusive understandings of the parties hereto, and may not be waived, altered or modified except by written agreement of both parties.

THE CITY OF EL PASO

ATTEST:

Joe Wardy
Mayor

CITY CLERK
Richarda Duffy Momsen

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

John F. Nance
Assistant City Attorney

David G. Dobson, Director
Economic Development

GRANTEE:

By:_____

(Printed name/title)

(The foregoing representative of GRANTEE expressly represents that execution of this Contract has been lawfully authorized by the GRANTEE.)

ADDENDUM A

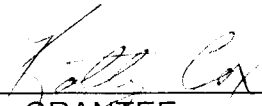
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, the best of his or her knowledge and belief, that:

- (1) No Municipal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, Federal, State, or Municipal, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of an Federal loan, the entering into of any cooperative agreement and the extension, continuation renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete a submit Standard Form-ILL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,00 for each such failure.



GRANTEE



TITLE

ATTACHMENT 1

PROGRAM SCOPE

Grantee Legal Name and Address: Project ARRIBA Advanced
Retraining and Redev, Inc.
1155 Westmoreland, Suite 235
El Paso, Texas 79925-5623

1. The payment for the Scope of Services provided hereunder shall not exceed \$75,000 and shall be made in equal payments from effective date of the contract.

2. The Scope of Services under the Contract shall be as follows: GRANTEE shall provide training and case management services to eligible clients who require occupational skills necessary to access jobs in hard to fill demand occupations that pay a living wage with benefits and career path. Educational services will include tuition for accredited college course: RN, LVN and other health clinical hours; college lab hours; CPR and first aid courses; tutoring in math, science and English; information technology and other demand occupations. Case Management services will include developing skills for work, resume writing, practice interview, "Dress for Success", critical thinking skills workshops, counseling, etc. Supportive services will include eye exams, eyeglasses, uniforms, nurse kits, rent, utilities, transportation, immunizations, testing and/or other general operating expenses.

3. Eligibility of the participants for the program will be from the City Limits of EL Paso, Texas who have historically experience a high level of unemployment and or lack the occupational skills necessary to maintain employment.

Eligible participants will fall at or below the 200% of the Health & Human Services Poverty Guidelines.

Each applicant must meet the GRANTEE's minimum entry requirements for program participation:

- a. High School Diploma or GED
- b. U.S. Citizenship or Alien Registration and must live within the City Limits of El Paso, Texas
- c. 7th Grade reading and math level for Empowerment Zone residents and 9th Grade reading and math level for all other El Paso Residents
- d. English language proficiency

4. GRANTEE shall meet all the award requirements as detailed below:

- a. Use of the Workforce Information System of Texas (TWIST) to track, verify and document program participation.
- b. Maintain a minimum 80% retention rate.
- c. Assure a 90%, first try, pass-rate on the National Council Licensure Examinations, (NCLEX).

- d. Maintain bi-annual Occupational Advisory Councils with Chief Executive Officers, Human Resources Representatives and or Staff from Business organizations in El Paso County.
- e. Maintain a 75% Job Retention Rate after 180days of successful job placement.
- f. Maintain cohesive relationships with Employer Partners and Job Placed Graduates for a period of up to 5 Years to determine Employer/Employee satisfaction.

5. GRANTEE shall be responsible for providing longer-term training to over 200 program eligible participants to include the following specific performance outcomes:

| Deliverables Description | Deliverables Target | Deliverable Due |
|--|----------------------------|--------------------------------|
| The GRANTEE will be responsible to enroll new nursing (RN/LVN) participants into the program | 25 Participants | End of the Grant Period |
| Provide Training & Case Management Services to Health Related (which may include nurses), Information Technology and other demand occupations participants | 75 Participants | End of the Grant Period |
| Responsible to Graduate Nursing participants into Bachelor Degrees, Associates or Licensed Certifications | 25 Participants | End of the Grant Period |
| Responsible to graduate other Health Related, (which may include nurses), Information Technology and other demand occupation participants into Bachelor Degrees, Associate Degree or Licensed Certifications | 15 Participants | End of the Grant Period |
| Responsible to Job Place Nursing graduates into "Living Wage Jobs" at \$10.50/hr or higher, with benefits and career paths within 30days of graduation | 25 Participants | End of the Grant Period |
| Responsible to Job Place other Health Related, (which | 15 Participants | End of the Grant Period |

| | | |
|---|--|--|
| may include nurses), Information Technology and other demand occupation graduates into "Living Wage Jobs" at \$10.50/hr or higher, with benefits and career paths within 180 days of graduation | | |
|---|--|--|

6. In addition to any reports required by the General Grants Terms the GRANTEE shall provide monthly written reports to the Agency on the status of performance measures described in no. 6 of this program scope.

- a. The GRANTEE shall provide a Participant Summary Report on a Quarterly basis consisting of, at a minimum 1) the participants name, (2) Identification Number (3) beginning date of program participation, (4) end date of program participation, (5) whether the program was completed satisfactorily and, (6) the name or type of program completed.
 - i. This Report may be generated from the GRANTEE's Database subject approval of the format by the Agency, or on a form provided to the GRANTEE by CITY.
 - ii. The data provided shall be cumulative
- b. The GRANTEE shall provide a written comprehensive final report to the Agency regarding the outcome of the grant. The final report shall include a description of the project, review of the activities accomplished and project goals achieved during the grant period. This report should also identify positive outcomes and areas need improvement. This report is due no later than 60 days after the grant end date.